

# UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY

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## Effective Date

01/01/2010

## Overview

Throughout the calendar year, the "Local File" Treasurer's Offices are responsible for collecting any outstanding tax due, penalty and/or interest for all locally assessed current tax year tax due returns that have not been paid in full. The Treasurer collects on amounts assessed by the Commissioner of the Revenue and is also responsible for computing, assessing and collecting additional penalty and interest that accrue up until the end of the calendar year.

After December 31st, the responsibility of collecting any outstanding assessments is transferred from the locality to TAX. The Treasurer identifies outstanding assessments as of December 31st and any January payments the Treasurer has accepted. This Uncollectible bill data is referred to as the Local Uncollectible List. The locality may submit only one Local Uncollectible List to TAX per year. The Treasurer determines the Uncollectible List and completes an Uncollectible Transmittal form that summarizes the data on the Uncollectible list.

On February 1, unless otherwise notified by TAX, the list must be submitted to TAX using one of the following methods:

- Creating an electronic file of uncollectible data in the format specified by TAX and submitting the file using the secure file transfer functionality in EESMC (External Entity Secure Messaging Center) **OR**
- Manually entering and then submitting the uncollectible data "on-line" in IRMS

These are the **only** methods of submitting an Uncollectible List. Paper lists are not accepted.

After the list is successfully submitted, the Uncollectible Transmittal Form must be faxed to TAX's Local Uncollectible Team. The Transmittal Form is a necessary part of Uncollectibles processing.

If a Locality receives a payment for an assessment which has been transferred to TAX, the payment must be forward to TAX for processing. TAX will review the customer's account to determine the nature of the payment and process the payment accordingly.

## Reference

Please refer to Job Aid: [Calculate Penalty and Interest on Individual Income Tax Returns](#)

## Tasks

[Complete the Local Uncollectible Transmittal Form](#)

[Correct and Resubmit Rejected Local Uncollectible List - EESMC](#)

[Enter Local Uncollectible List Information - IRMS](#)

[Forward Uncollectible Payments to TAX After the Uncollectible List is Submitted](#)

[Handle Uncollectible Payments Received After December 31st but Before the Uncollectible List is Submitted](#)  
[Maintain the Local Uncollectible List Information - IRMS](#)  
[Submit the Local Uncollectible List - EESMC](#)  
[Submit the Local Uncollectible List - IRMS](#)

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